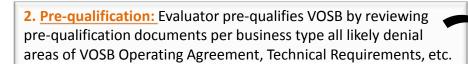
1. Verification

MyVA Verification
 Application
 Processing:
 OVERVIEW

<u>Verification:</u> The unique legislative mandate to verify small businesses against the 38 CFR Pt. 74, makes <u>MyVA Verification Application Processing</u> the first step in enabling Veteran-owned Small Businesses to be qualified for the Veteran's First Contracting Program through the Verification Team.



1. <u>Initiation:</u> Initiations Manager conducts electronic confirmation of BIRLS, EPLS, D&B, Lexus Nexus, receives 0877 form.



3. Application Case Management Team:

**Veteran's Single Point of Contact** 

**3.** <u>Evaluation:</u> VOSB passes prequalification. Evaluator verifies all remaining documentation against 38 CFR Pt 74, and provides findings and recommendations for Approval or PDF or PDP.

**4.** <u>Determination:</u> Federal Reviewer confirm or amends Evaluator's determination. Federal Reviewer provides signature and VOSB is notified of Determination.

2. VOSB Registers in vip.vetbiz.gov

1. Veteran-owned Small Business (VOSB) Seeks Verification



## **Outreach & Education prepares VOSB to optimize Direct Access Events:**

- VOSB verification approvals will **get relevant Communications Package** based on business type, NAICS codes, size information.
- VOSB invited to upcoming Direct Access events to better prepare them for contract
   bidding

VOSB matched and given access to relevant Procurement Decision Makers

- VOSB is knowledgeable about published contract opportunities and bids/wins awards
- VOSB has ongoing support from PTAC Counselors, PDMs, & Contract Support Specialist





## MyVA Verification Application Processing Trial Workflow

	PHASE 1: INITIATION	PHASE 2: PRE-QUALIFICATION	PHASE 3: EVALUATION	PHASE 4: DETERMINATION
Veteran Small Business Applicant	1. Creates account and completes 0877 in VIP.	4. 'YES TO PARTICIPATE': Signs Disclaimer & Guidelines to participate in VERIFICATION PILOT		
VIP/VCMS	<b>2.</b> Notification of new account alerts Initiator.	<b>5a.</b> Disclaimer is uploaded <b>5b.</b> Notification of Participating Applicant alerts Initiator		
Initiator	<b>3.</b> Sends standard Verification Pilot email to Applicant requesting participation.	<b>6.</b> Review & confirm BIRLS, EPLS, D&B, Lexus Nexus, 0877		
Pre-Qualifier (Same person Evaluating the application)		7. Contact Applicant via phone to review Self-Assessment tool; request copy of prequalification documents; review likely denial areas; notify of 'GO' or 'NO GO' status  8a. 'NO GO' status: Contact Applicant to discuss areas of potential denial. Provide notice that account is open until applicant ready to proceed.		



## MyVA Verification Application Processing Trial Workflow

	PHASE 1: INITIATION	PHASE 2: PRE-QUALIFICATION	PHASE 3: EVALUATION	PHASE 4: DETERMINATION
Veteran Small Business Applicant			<b>9.</b> 'GO' status: Uploads all required remaining application documents.	<b>14.</b> Determination notification received
VIP/VCMS			<b>10.</b> Notification of Uploaded documents alerts Lead Evaluator.	<b>15</b> . Determination notification uploaded
Lead Evaluator & Assistant		8b. 'GO' status: Contact applicant via phone to introduce self, next steps, and personalized customer care until end of application processing.  Request all other remaining application documentation for Evaluation.	<b>11.</b> Research, review & verify application against 38 CFR Pt. 74; provide findings & recommendations for Approval / PDF / PDP.	
Risk & Quality Assessors (Federal Review)			<b>12.</b> Conduct Federal Review, assign Risk Score; confirm or amend Evaluator's findings and recommendations.	
CVE Director			<b>13.</b> Sign off on recommendation to grant determination of Approval / Denial/ PDF / PDP; Notify Applicant.	